

CHAPTER SEVEN

REPORTING FORMS AND INSTRUCTIONS

Revised July 2005

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The County shall provide quarterly reports about services performed against this Program Agreement to the DASA Regional Administrators, utilizing the Spending Plan Activity Reporting System (SPAR) and additional reports. The reports shall provide information on services provided in each biennial quarter as well as the progress of services provided from the beginning of the biennium to the end of the biennial quarter being reported. The reports shall be submitted to the Regional Administrator by the end of the second month following each biennial quarter.

The report formats are prescribed in a memorandum sent out to the County at the end of each biennial quarter reminding the County of the reporting requirements and listing the reports required.

The County shall provide the following reports in each biennial quarterly report:

1. Quarterly Expenditure Report (SPAR)
2. Quarterly Revenue Report (SPAR)
3. Ethnic Minority and Special Populations Report
4. Title XIX Set-Aside Report
5. System Collaboration Report
6. Subcontractor On-Site Monitoring Report
7. IVDU Report
8. Criminal Justice Report
9. Detox Report

In addition to the biennial quarterly report, the County shall provide a Criminal Justice Supplemental Services Report on a calendar quarterly basis.

There may be a change to the reports required by DASA during the biennium. If this happens, DASA will communicate and coordinate with the County on the need for the change in the reports and/or the change in format.

Spending Plan Activity Reporting System (SPAR)

The Quarterly Expenditure and Revenue Reports are electronic database reports accessed online through the Transact Washington portal to TARGET. They are modeled after a spreadsheet but are database reports with certain business rules and standard reporting capabilities built into them. These online reports are identified as the Spending Plan Activity Reporting System (SPAR). This system generates the quarterly reports for the county and populates a number of the fields in the reports based on information provided on the county spending plan and the information in TARGET.

The Quarterly Expenditure Report identifies the following items during the performance reporting period:

1. The number of service/activity units that were anticipated to be performed for each service/activity,
2. The level of expenditures that were anticipated to be spent on each service/activity,
3. The number of service/activity units that were actually performed for each service/activity (Services provided with Title XIX funding will not be included in the count of units of service provided),
4. The level of expenditures that were actually spent on each service/activity, and
5. Presents an analysis based on anticipated and actuals the service/activity units delivered and the expenditures for each service/activity.

The Quarterly Revenue Report identifies the following items during the performance reporting period:

1. The total amount of each award granted in the Program Agreement, reduced by the amount of dollars placed into Title XIX Setaside,
2. The level of expenditures that were anticipated to be spent on each award,
3. The actual dollar amount billed and reimbursed to the county for each award,
4. The dollar amount the county has spent against each award but has not yet billed, and
5. Presents an analysis based on the anticipated amount that would have been spent and the actual amount spent for each award.